

## III-K Check file Reporting

The Check File maintains a detail history of all transactions posting to outstanding checks. The Check File allows agencies to perform their monthly Bank reconciliations on-line. The file contains a financial amount field, which is the actual amount from the individual transaction. The records from the Check File are summarized by check number for display online. See Volume 1, Chapter XV, Online Bank Reconciliation, for a detailed discussion on check processing.

### File Information

The chart below identifies the source of data and controlling factors that determine the control key for the Check File:

**Check File Key**

NAME	SOURCE	CONTROLLING FACTORS
Organization	Sign-on/Security	Name/Password
Check Number	From Transaction	OC Table Check File Indicator is set to Y
Fund	Coded or PA look-up	None
Sequence Number	System Assigned	Each accounting transaction is assigned a unique number

A detailed description and illustration of the Check File report is presented on the following pages.

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## EXHIBIT III-K01 (Continued)

<b>REPORT NAME:</b> Outstanding Check Report	<b>REPORT NO:</b> CSTARK01												
<b>PURPOSE:</b> Used to perform the monthly Bank reconciliation.													
<b>DESCRIPTION:</b> Lists outstanding checks that have not been paid by the Treasurer. This report has data <u>ONLY</u> when the OC Table Check File Indicator is set to <b>Y</b> - Yes.													
<b>REPORT REQUEST OPTIONS:</b>  <b>Report Period:</b>  <b>FM:</b> CM, PM or 01 - 12 <b>P:</b> None  <b>Level of Detail:</b>  <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Index (I)</u></td> <td style="text-align: center;"><u>Program (P)</u></td> <td style="text-align: center;"><u>Object/Source(O/S)</u></td> <td style="text-align: center;"><u>Fund (F)</u></td> </tr> <tr> <td style="text-align: center;">Not Applicable</td> <td style="text-align: center;">Not Applicable</td> <td style="text-align: center;">Not Applicable</td> <td style="text-align: center;">1-No Sub-total by Check Number</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">2-Sub-total by Check Number</td> </tr> </table> <b>Fund Selection:</b> Not applicable <b>GLA Selection:</b> Not applicable <b>Additional Report Selection Options Popup Screen:</b> Not applicable <b>Destination Options:</b> All available output media		<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>	Not Applicable	Not Applicable	Not Applicable	1-No Sub-total by Check Number				2-Sub-total by Check Number
<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>										
Not Applicable	Not Applicable	Not Applicable	1-No Sub-total by Check Number										
			2-Sub-total by Check Number										
<b>FINANCIAL ELEMENTS:</b>  <b>Trans Amount:</b> The amount of the check transaction.  <b>Recap Totals:</b> There are three totals displayed at the end of the report: <ol style="list-style-type: none"> <li>1) Count and sum of transaction amount for all checks;</li> <li>2) Sum of transaction amount for each fund; and</li> <li>3) Sum of transaction amount for each Account Number (first three digits of check number).</li> </ol>													
<b>SPECIAL NOTES:</b>  Transaction Year identifies the budget year the transaction posted to the file. Fiscal Month identifies the fiscal month the transaction posted to the file. If the transaction posted as a reversal, the transaction amount is displayed with a negative sign. The report includes all check records when the Check Date is blank, equal to or less than last day of the month being requested.  Checks listed on the K01 Report with \$0 are a net effect of \$0. Checks posted with \$0 are not posted to the Checkwriter or the K01 Report. See the H06 Report to account to all check stock.													
<b>REPORT SORT:</b>  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">DATA FIELD</th> <th style="width: 25%;">SELECTION OPTIONS</th> <th style="width: 25%;">PAGE-BREAK</th> <th style="width: 25%;">SUB-TOTAL</th> </tr> <tr> <td>Check Number</td> <td>Level of Detail: F</td> <td>No</td> <td>If selected</td> </tr> </table>		DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL	Check Number	Level of Detail: F	No	If selected				
DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL										
Check Number	Level of Detail: F	No	If selected										

## EXHIBIT III-K01 (Continued)

CSTARK01 9990 (DEST: L1 CPT1) PM, ,0,0,0,2, , , , , , , \*\*\*\*\* RUN: 12/11/00 TIME:06.00  
FISCAL MONTH: 05 NOVEMBER \*\*\*\*\* 2(SBTOT)\*\*\*\*\*  
DEPARTMENT OF AIR QUALITY  
OUTSTANDING CHECK REPORT  
AS OF 11/30/00

CHECK NUM	CHECK DATE	VENDOR INFORMATION	FUND	SEQ	TYR	FM	TRANS AMOUNT
123-176957	04/19/2000	BANK OF AMERICA	0001	01	2000	09	1.00
123-176957	04/19/2000	BANK OF AMERICA	0001	02	2000	09	40.60
123-176957	04/19/2000	BANK OF AMERICA	0001	03	2000	09	40.60
123-176957	04/19/2000	BANK OF AMERICA	0001	04	2000	10	1.00
*TOTAL 123-176957							0.00
123-177027	04/20/2000	0000012340-00 U.S. SECTION, PIANC	0998	01	1999	10	50.00
*TOTAL 123-177027							50.00
123-177256	05/02/2000	E551355139-00 CAROLE BRESNEF	0998	01	1999	11	21.22
*TOTAL 123-177256							21.22
123-177513	05/11/2000	E555464357-00 DANNY WALLONING	0998	01	1999	11	10.00
*TOTAL 123-177513							10.00
123-177723	05/18/2000	BROWN SERVICES CORP	0193	01	1999	11	50.00
*TOTAL 123-177723							50.00
123-179152	06/30/2000	E472164910-00 DENNIS HONNOG	0998	01	1999	12	34.00
*TOTAL 123-179152							34.00
123-179188	06/30/2000	E551131297-00 DANNY WEBBERLY	0998	01	1999	12	10.00
*TOTAL 123-179188							10.00
123-179221	07/11/2000	0000000334-00 STATE TREASURER	0001	01	2000	11	50.00
123-179221	07/11/2000	0000000334-00 STATE TREASURER	0001	02	2000	11	50.00
*TOTAL 123-179221							0.00